

OWENSBORO COMMUNITY AND TECHNICAL COLLEGE

**OCTC – Main Campus
4800 New Hartford Road
Owensboro, KY 42303**

**OCTC – Southeastern Campus
1901 Southeastern Parkway
Owensboro, KY 42303**

**OCTC – Downtown Campus
1501 Frederica St.
Owensboro, KY 42301**

The Michael Minger Act Report for 2006

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Section 1. Campus Security Authority

Owensboro Community College and Owensboro Technical College have consolidated into Owensboro Community and Technical College (OCTC). Starting with the Michael Minger Act Report for 2003 we began submitting one report for OCTC.

All OCTC administrators dealing with student life meet the definition of Campus Security Authority Personnel. This includes but is not limited to:

- President
- Dean of Enrollment Management
- Dean of Institutional Effectiveness & Director of Academic Programs
- Dean of Academic Affairs
- Dean of Business Affairs
- Dean of Students
- Dean of Community Workforce Economic Development
- Maintenance and Operations Director
- Maintenance and Operations Supervisor
- Security Officer

OCTC--Main Campus is incorporated into the city of Owensboro, Kentucky. There is currently one Security Officer on staff at the Main Campus, which reports directly to the Operations Superintendent. This Security Officer is directly responsible for all Main Campus assets during his shift hours (2:30 PM to 8:30 PM). Before his regular hours the Maintenance Department employees have been assigned this responsibility.

OCTC--Downtown Campus is located at 1501 Frederica Street in Owensboro, Kentucky and is part of the city of Owensboro in Daviess County Kentucky. The OCTC--Southeastern Campus, is located in Daviess County at 1901 Southeastern Parkway.

At the OCTC--Main Campus all security violations are reported to the Dean of Business Affairs and the Owensboro Police Department in cases where warranted. Other on-campus jurisdiction is shared with the Kentucky State Police and Daviess County Sheriff's Department. Personnel from the Daviess County Sheriff's Department are to provide additional security on campus during especially busy periods in the College Bookstore and Business Office.

At the OCTC--Downtown and Southeastern Campuses security personnel maintain direct communication with the appropriate local police, fire and emergency medical response agencies in order to facilitate responses to emergencies in a timely manner. Crimes committed at the Downtown Campus are reported to the Owensboro Police Department. Crimes committed at the Southeastern Campus are reported to the Daviess County Sheriff's Department and when necessary to the Kentucky State Police.

Section 2: Description of Information Programs.

Campus Safety and Security

During orientation, new students are informed about safety and security on campus. Several individuals from the college discuss, either in person or through a video, the importance of safety on campus and students are informed about where and to whom to report a crime or incident to on campus.

Faculty and staff at the OCTC--Main Campus were given a hard copy of the Emergency Response Plan in November 2001. Faculty and staff at the OCTC--Downtown and Southeastern Campuses were given a hard copy of the Emergency Response Plan in Fall 2002. The Emergency Response Plan was also put in every classroom and throughout the campuses with instructions specific to each building for tornado warning procedures during Fall 2002. This plan covers tornado, earthquake, fire, bomb threats, utility emergencies, and fallen aircraft as well as the KCTCS recommended procedures for handling anthrax and other biological agent threats. This plan continues to be distributed to new faculty.

In Fall 2002, OCTC adopted and distributed the Guidelines for Handling Student Behavior/Discipline Problems in the Classroom throughout all three campuses.

On the OCTC web site there is a section that discusses campus safety. Included in this section is the OCTC Safety and Crisis Handbook that was updated in January 2005. Also in this section is the Michael Minger Act Report for 2003 for Owensboro Community College and Owensboro Technical College. Both the OCTC Safety and Crisis Handbook and the Michael Minger Act Report for 2003, as well as, the OCTC Crime Log and can be found on the OCTC web site at <http://www.octc.kctcs.edu/StuSer/Safety.htm>

How to Report a Crime

OCTC continues to be committed to maintaining a safe, secure, and orderly environment for all members of the campus community. During orientation, new students are informed of where and to whom to report a crime or incident to on campus. Crimes, which occur on college property, any public property leading into or out of campus property, or on any property owned or controlled by OCTC, should be reported to the campus security personnel. The Dean of Business Affairs and Business Operations Manager, in conjunction with the maintenance supervisors, will ensure the crime or incident is properly recorded in the crime log and reports of the crime or incident are made in a timely manner to the campus community.

Each semester Student Services personnel are responsible for ensuring that currently enrolled students, students applying for admission, and employees are notified regarding the availability of the campus crime log and where it can be accessed.

The Crime Log includes the following: contact person, date, time, location, description, disposition, police notified (yes/no). The meaning of crime will be consistent with the Kentucky Revised Statutes and the definition used in the Uniform Crime Reporting System of the federal government. The Crime Log documents all criminal activity on or near campus every 24 hours and more often if necessary. The Crime Log is also available for public inspection within 24 hours after any criminal activity has been noted.

Withholding Information of a Crime

Crime information will be withheld if there is clear and convincing evidence that the release of information about the crime would cause a suspect to flee or evade detection, would result in the destruction of evidence, or is prohibited by law. Information may be withheld until it has been determined that damage from the release of the information is no longer likely to occur.

How to Prevent Crimes

At orientation, new students are informed of how to prevent crime on campus from several individuals at the college. On the OCTC web site, there is a section that specifically discusses crime prevention measures. In addition, at the Main Campus a security guard and M&O staff patrols the campus and parking lots, especially during the first two weeks of each semester.

Special Reports of a Crime

A special crime report will be made to the campuses when any crime reported to the Campus Security Authority personnel presents a safety or security threat to students or employees. The special crime report will be made in a manner that will aid in the prevention of similar occurrences and will be made within twenty-four (24) hours of the incident report to the Campus Security Authority. A campus-wide e-mail will be used as well as posting fliers on each building's bulletin board. Faculty will be asked to notify students in their classes as well.

Form MMA1, 1/2001

Section 3: Campus Crime Statistics

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Table 1 – Crimes

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Crimes ²	Residential Facility Crimes ³ (subset of Campus)	Recognized/owned/leased/controlled Property Crimes ⁴	Public Property Crimes ⁵
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	1	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	8	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Category of Prejudice ⁶	0	0	0	0
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Arrest Only	0	0	0	0

Drug-related Violations	2	XXXXXXXXXX	0	0
Liquor-law Violations	0	XXXXXXXXXX	0	0
Other Alcohol Violations	0	XXXXXXXXXX	0	0

Notes for Preceding Chart

- ¹ Section 5 of this administrative regulation provides guidance in defining crimes committed.
- ² Assistance in defining campus property may be found in 34 CFR § 668.46(a).
- ³ Number of crimes that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus property totals.
- ⁴ Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area. Assistance in defining non-campus property may be found in 34 CFR § 668.46(a).
- ⁵ Assistance in defining public property may be found in 34 CFR § 668.46(a).
- ⁶ Category of Prejudice – These are not additional crimes. These are crimes already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other crimes in which the victim was intentionally selected because of an actual or perceived prejudice.

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Table 2 – Criminal Attempts

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Attempts ²	Residential Facility Attempts ³ (subset of Campus)	Recognized/owned/Leased/controlled Property Attempts ⁴	Public Property Attempts ⁵
Arson	0	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	0	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	0	0	0	0
Category of Prejudice ⁶	0	0	0	0
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0

Notes for Preceding Chart

- 1 Section 5 of this administrative regulation provides guidance in defining crimes attempted.
- 2 Assistance in defining campus property may be found in 34 CFR § 668.46(a).
- 3 Number of criminal attempts that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus property totals.
- 4 Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area. Assistance in defining non-campus property may be found in 34 CFR § 668.46(a).
- 5 Assistance in defining public property may be found in 34 CFR § 668.46(a).
- 6 Category of Prejudice – These are not additional criminal attempts. These are criminal attempts already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other criminal attempts in which the victim was intentionally selected because of an actual or perceived prejudice.

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Table 3 – Incidents Reported by Non-Law Enforcement Officials

Crime Category ¹	On Campus		Off Campus	
	Total Campus Property Incidents ²	Residential Facility Incidents ³ (subset of Campus)	Recognized/owned/leased/controlled Property Incidents ⁴	Public Property Incidents ⁵
Arson	2	0	0	0
Assault	0	0	0	0
Burglary	0	0	0	0
Criminal Damage	0	0	0	0
Manslaughter	0	0	0	0
Menacing	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Murder	0	0	0	0
Reckless Homicide	0	0	0	0
Robbery	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Stalking	0	0	0	0
Terroristic Threatening	0	0	0	0
Theft	7	0	0	0
Wanton Endangerment	0	0	0	0
Weapons Possession	1	0	0	0
Category of Prejudice ⁶	0	0	0	0
Bias – Race	0	0	0	0
Bias – Gender	0	0	0	0
Bias – Religion	0	0	0	0
Bias – Sexual Orientation	0	0	0	0
Bias – Ethnic	0	0	0	0
Bias – Disability	0	0	0	0
Arrest Only	0	0	0	0

Drug-related Violations	0	XXXXXXXXXX	0	0
Liquor-law Violations	0	XXXXXXXXXX	0	0
Other Alcohol Violations	0	XXXXXXXXXX	0	0

Notes for Preceding Chart

- 1 Section 5 of this administrative regulation provides guidance in defining crimes committed.
- 2 Assistance in defining campus property may be found in 34 CFR § 668.46(a).
- 3 Number of incidences that occurred in institution residence halls, student apartment housing, or Greek sponsored housing facilities, if appropriate. These numbers are included in the on-campus property totals.
- 4 Non-Campus Property is any of the officially recognized/owned/leased/controlled institution properties that are located off the main campus area. Assistance in defining non-campus property may be found in 34 CFR § 668.46(a).
- 5 Assistance in defining public property may be found in 34 CFR § 668.46(a).
- 6 Category of Prejudice – These are not additional incidents. These are incidents already reported in the various crime categories that also fall into one of the reportable categories as required by KRS 164.948(3), or other incidents in which the victim was intentionally selected because of an actual or perceived prejudice.